

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 24, 2015

Closing Date: December 3, 2015

**Administrative Specialist I (Pay Grade 7)
Fraud and Consumer Protection Division
Medicaid Fraud Control Unit
New Castle County**

Job Responsibilities and Duties: This Administrative Specialist will provide support to Deputy Attorneys General, Special Investigators and an Auditor in the Fraud & Consumer Protection Division, Medicaid Fraud Control Unit, in New Castle County. Responsibilities include secretarial support and a broad range of other administrative duties. This Administrative Specialist is responsible for creating and maintaining case files, assisting with a large volume of office correspondence and legal documents, running criminal record checks, coordinating scheduling, filing documents and managing a moderate telephone volume.

Minimum Qualifications: Must be detail-oriented, well-organized and proficient in Microsoft Word office suite. Must possess excellent spelling, grammar, and proofreading skills and must be able to transcribe dictation and other recordings accurately and efficiently. Experience working with legal documents, DELJIS, or in the court system preferred.

Internal employees who are interested in being considered: Please submit an updated Resume or Summary of Work experience to the Director of Human Resources.

External Applicants: Please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to: 302-577-5866. EOE.